



UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE
55 PLEASANT STREET, ROOM 110
CONCORD, NEW HAMPSHIRE 03301
603.225.1423
www.nhd.uscourts.gov

INTAKE DEPUTY CLERK (2018-04D)

Location: Concord, NH
Opening Date: July 11, 2018

Salary Range: \$40,491 to \$65,809
Closing Date: August 24, 2018

Position Description

The United States District Court for the District of New Hampshire is accepting applications for a full-time Intake Deputy Clerk who possesses excellent organizational and customer service skills. The Intake Deputy Clerk performs a variety of duties, including receiving, reviewing, and filing documents and maintaining court files in compliance with federal and local rules and procedures. This position provides customer service and cashier duties, provides procedural information, and collects court fees. The Intake Deputy Clerk also performs initial case docketing.

Position Duties

- Performs receptionist duties by greeting court visitors in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Accepts court filings in both paper and electronic format. Reviews filings for compliance with court rules and procedures. Assigns case numbers, opens cases in the case management system, and docket initial case opening events.
- Assists the public in the use of computerized databases. Provides basic information to the public, bar, and the court. Operates a variety of copying and records equipment. Ensures data quality.
- Prepares reports, form letters, notices, and other correspondence, including typing, keyboarding, formatting, and generating documents from templates, forms, and notes. Maintains correspondence control records.
- Sorts, classifies, and files case records. Maintains integrity of the court record by monitoring proper access to records and assuring timely and accurate filing of documents. Prepares, ships, and retrieves records from the appropriate Federal Records Center. Retrieves files from archives and makes copies of records for court personnel, attorneys, and public. Certifies court documents and creates and processes new case files.
- Scans, copies, files, collects, sorts, and processes mail. Receives and stamps incoming documents and assists with the maintenance of court files.
- Informs filing parties of required fees, receives payments, and issues receipts. Secures funds in cash register, balances cash drawer at the end of the day, and processes credit card payments for filed documents.
- Provides office support and assistance for the operational and administrative functions of the office.
- Adheres to the court unit's internal control procedures.
- Performs other duties as assigned.

Qualification Requirements

A minimum of 3 years of progressively responsible experience dealing with law-related matters and an outstanding working knowledge of computer applications are preferred. Candidates should be industrious, creative, intelligent, diplomatic, energetic, forward thinking, dynamic, public-service oriented and versatile with exceptional interpersonal and communication skills. While accuracy and attention to detail is essential, equally important is the demonstrated ability to persevere in bringing complex operational issues and/or automated system problems to a successful resolution. Candidates must have the capacity to synthesize complex information, exercise independent and sound judgment, problem solve, and take ownership of and manage both assigned duties and special projects. The ability to balance the demands of varying workload responsibilities and deadlines is critical. The incumbent will be expected to work in a team environment and must be able to interact with all segments of the legal community and public.

Background Checks

The selected applicant will be subject to a background investigation by law enforcement agencies and may be required to provide educational transcripts. Specialized testing of the applicant's skills may be required.

How To Apply

Qualified applicants should submit a letter of interest, a resume, and a salary history for the past ten years in one PDF document to Thomas Van Beaver at

tom_vanbeaver@nhd.uscourts.gov

by the close of business on **August 24, 2018**. The applicants deemed most qualified will be invited to participate in a personal interview at their own expense. References will not be required until an applicant is considered a finalist. The Clerk reserves the right to modify the conditions of this vacancy announcement at any time or to withdraw it without prior notice.

The United States District Court for the District of New Hampshire is an equal opportunity employer.